



**DOUGHERTY CIRCUIT
BAR
ASSOCIATION
P. O. BOX 1504
ALBANY, GEORGIA 31702**

MAR 25 1996

NOTICE

**TO: ALL MEMBERS OF THE DOUGHERTY CIRCUIT BAR
ASSOCIATION**

FROM: PETE DONALDSON

DATE: March 21, 1996

RE: March Meeting

The March meeting of the Dougherty Circuit Bar Association will be on March 29, 1996, at 12:30 p.m. at Merry Acres. Please R.S.V.P. by Wednesday, March 27, 1996, to Terri or Carol at 883-2441.

Our program will be presented by Terri Olson of the State Bar, who will address law office management.

CLE SEMINAR

Immediately before this month's Bar Association meeting, the Bar is offering a three hour continuing legal education seminar on getting the most productivity from your office automation software. The seminar will be in the Georgia Room at Merry Acres on Friday, March 29, 1996, from 9:00 a.m. to noon.

Our speakers will be the State Bar of Georgia's Law Practice Management Consultant, Terri Olson, and Gene Black, Jr. Topics included will be: direct voice to computer dictation, using on-line services as information resources, CD-ROMS beyond Georgia law, and getting more productivity out of such software as word processors and time and billing packages. (With the recent revelation that even Steve Kaplan has and uses a lap top computer, there is no excuse for anyone

being computer illiterate in this day and age. Sadly, I still am.)

This seminar will qualify for three hours of continuing legal education credit. This seminar is free to Dougherty Circuit Bar members. Lawyers as well as legal assistants and secretaries who use law office software are invited to attend. Space is limited, so please contact Gordon Zeese at 430-4280 to let him know how many to expect.

GREAT DAY OF SERVICE

We had a wonderful turnout on March 2, for our day of service to Habitat for Humanity. Our members were able, in one day, to completely sheetrock a three bedroom house. Joe Dent did a great job of organizing the event. (He even looked good on television.) With about 25 of our members on hand, the work was easy, fund and rewarding. Thanks to all who participated.

LAW DAY

Law day is just around the corner. Don Sweat is coordinating the activities. Please give him your full cooperation.

ANNOUNCEMENTS

Judy Varnell has office space available for rent in her building at 525 West Broad Ave. Answering and reception services are available as well. If you are interested, call Judy at 436-7433.

Lenora Nash is offering a business consultant service with a specialty in law firms. Ms. Nash's background includes:

Seven years experience in System Design, Programming and Data Processing Management.

Eight years experience in Business Management in a law firm. Duties included: Human Resources Management, Facility Management, Firm Accounting, Payroll & Payroll Taxes, Time and Fee System, Computer Operations - Main Frame and Novell Network.

If you are interested, call Ms. Nash at 912-435-6186.

If you have a brief announcement to or inquiry of our membership, we will be pleased to print it in our monthly meeting notice. Please send your request to me or to Joe Blankenship.